



FIRE SERVICE INSTRUCTOR I COURSE CURRICULUM



The Fire Instructor I course is the most important course a firefighter completes in the fire service. An instructor reflects how the department's personnel operate from the chief to the recruits. That is why a Fire Instructor I course needs to give a student the best opportunity to learn the proper ways to teach and evaluate in the fire service. The following course curriculum shall be followed for the Fire Instructor I course.

Pre-Course

1. Course setup – Advance planning for the Instructor I course shall be done.
 - The Course Coordinator shall make sure the Lead Instructor, Lead Evaluator, and Proctor are qualified for their positions.
 - A syllabus for the course shall be developed giving enough time to cover the course material and activities.
 - Lead Instructor and Lead Evaluator shall meet and discuss
 - Final practical skills exam
 - Start and end date of course
 - Date for practical exam
 - Review requirements for final practical skills exam
 - Assign a proctor and determine the date for the state written exam.
2. Students' Course preparation
 - Student need to have an understanding working with PowerPoint and Word files.
 - This link is a PowerPoint tutorial that students can view prior to start of course.
<http://www.lynda.com/home/DisplayCourse.aspx?lpk2=257>
3. Classroom Setting – The classroom for this course needs to be setup properly to give the students a good example.
 - Refer to IFSTA Fire and Emergency Services Instructor, 7th edition, student manual page 104.
 - The classroom shall have multiple media equipment available for the instructor to demonstrate and use during the course.

Course Material

1. Student Manual – IFSTA Fire and Emergency Services Instructor, 7th edition
 - Students shall be informed at the beginning of the course they need to read and review the chapters that are covered in the Instructor I course.
 - Study the objectives for test questions
 - Not all test questions are covered in the PowerPoint presentation.
 - Students will find all of the answers for the state written exam are covered in the student manual. (Except board rules which are covered in additional resource materials and online through the Learning Management System)
2. Instructor Guide – A guide for the instructor to use for the course. The instructor shall review the instructor guide prior to the start of a course to become familiar with the material. The instructor guide is laid out with slides of the PowerPoint presentation. The instructor should not read directly from the instructor guide or from the PowerPoint.
 - The instructor should make notes of additional materials to discuss in the guide.
 - The instructor should make notes of real life experiences to discuss in the guide.
 - The Instructor should make notes of additional research that supports the instructional material in the guide.
3. PowerPoint Presentation
 - The PowerPoint is used to illustrate teaching points.

- It is not intended to be read word by word by the instructor.
 - Slides should include key points the instructor to cover during the presentation.
 - **Instructors should follow the instructor guide and not the slides.**
4. Use of Multiple Media Material – Video clips, charts, diagrams, photos, and overheads should be added to assist presenting information to the students.
 - The internet is a great place to find additional learning materials.
 - The instructor should use flip charts, marker boards, and/or chalkboards to emphasize important material not covered on the PowerPoint.
 5. Chapter quizzes and test questions – The instructor shall use quizzes and test questions at the end of each chapter for review and as an evaluating tool. The instructor can evaluate what the student has learned from the chapter, and if there is a need to review the material further. Instructors can provide questions at the beginning of the chapter to provide a baseline of what the student knows and what they have learned from the chapter.
 6. Board of Firefighting Personnel Standards and Education Rules – The Instructor I course shall include time to review the rules of the board.
 - Students shall be informed the state written exam contains multiple questions on the Board rules.
 - The rules pertaining to Instructor I, Instructor II-III, Lead Evaluator, Lead Instructor, and Proctor are critical to cover with the students.
 - Students shall complete the online course pertaining to the board rules. The web link is <http://indianafirstresponder.org/catalog.html>

Course Activities

1. Exercises – Exercises throughout the course are important parts of the teaching/learning process to conduct.
 - Instructor should start out having the students perform quick presentations such as standing up in front of the class and introducing themselves for one minute.
 - Presentation exercises – short exercises inserted throughout the course. Suggestion to increase the amount of time for each presentation.
 - Describe a piece of firefighting equipment.
 - Talk about a hobby.
 - Talk about their fire department operations.
 - Evaluating a skill session
 - Additional exercises – use of additional exercises that enhance the students' presentations and instruction skills.
2. Skills Evaluations and written Exam Procedures
 - Time shall be given for students to practice evaluating skills being performed by other students.
 - Explain the procedures for applying online for state certification exams
 - Explain the procedures for properly administering a state written exam.
 - Security of the test packet
 - Required documentations
 - Policies and procedures
 - Delivery and shipping of test packet

Webinars

1. Webinars on being a proctor, lead instructor/instructor, Lead Evaluator/Evaluator, and registering for a course or test. These webinars are posted on our website at <http://www.in.gov/dhs/3642.htm>
2. The webinars can be viewed during class time or assigned to the students to view on their own time during the course.
3. **Test questions from the webinars are included on the state written exam**

Exams

1. Practical Skills Exam – It is important for the Lead Instructor and the Lead Evaluator to meet and setup the practical exam before the course starts.
 - The lead Evaluator shall review the practical exam and understand how it is to be completed.
 - The Lead Evaluator shall meet with the students at the first of the course.
 - They need to explain to the students what shall be completed for the practical exam and how the exam will be setup.
 - The topic or skill shall be assigned to each student. The students need to understand they need to give time to develop, practice, and put together the required documents.
 - The Lead Evaluator should check on students' progress throughout the course.
 - Additional evaluators should be considering for administering the practical skills exam.
 - The Lead Evaluator shall schedule enough time for the practical exam to be completed by all students.
 - Students shall complete and pass 100% of the skills
2. State Written Exam
 - Each student shall complete the state written exam after successfully completing the practical skills exam.
 - Students will have three hours to complete the exam.
 - Students must score at least 70% to pass the exam.

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Course agenda below

Chapter	Topic	Class Hours	Skills Hours	Chapter Total
1	Challenges of Fire and Emergency Service Instruction Activity: Two minute presentation Chapter quiz	1.5	0	1.5
2	Safety and the Training Function Skill: Complete an accident report form Chapter quiz	1.0	1.0	2.0
3	Legal and Ethical Considerations Chapter quiz	2.0	0	2.0
	Board of Firefighter Training Standards and Education review	1.0	0	1.0
4	Effective Interpersonal Communications Activity: Five minute presentation Chapter quiz	3.0	0	3.0
5	Instructional Facilities and Props Chapter quiz	1.5	0	1.5
6	Report Writing and Record Keeping Skill: Complete training records for a class Chapter quiz	2.0	1.0	3.0
7	Principles of Learning Chapter quiz	1.5	0	1.5
8	Student Attributes and Behavior Skill #1 Analyze scenarios to determine correct management of disruptive classroom behavior Skill #2 Role-play counseling a disruptive learner and document the counseling session. Chapter quiz	2.0	3.0	5.0
9	Preparation for Instruction Skill #1 Analyze a prepared lesson plan Skill #2 Adjust a prepared lesson plan Skill #3 Respond to scenarios about adjusting presentations Skill #4 Arrange the physical setting of the learning environment. Chapter quiz	2.0	3.0	5.0
10	Instructional Delivery Activity: 5 minute presentation using props and visual aids Chapter quiz	3.0	0	3.0
11	Audiovisual Technology Skill: Operate audiovisual equipment Chapter quiz	2.0	2.0	4.0
12	Structured Exercises, Demonstrations, and Practical Training Evolutions Activity: How to apply for state certification exams Chapter quiz	2.5	0	2.5
13	Student Progress Evaluation and Testing Skill #1 Respond to scenarios about administering oral, written, and performance tests. Skill #2 Record and report test results and provide evaluation feedback. Chapter quiz	1.0	2.0	3.0
	Webinars (4) completed throughout the course			3.0
	Practical Exam (40 minutes per candidate)		(10 students)	4 hrs
	Written Exam			3 hrs
	Total course time	26.0	12.0	48.0